

19 November 1947

MEMORANDUM TO CHIEF, PERSONNEL BRANCH

SUBJECT: Reclassification of Position
CAF-11.

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No Change in Class. <input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed to: TS S
Classified by: [redacted]
Auth: HR 70-3
Date: 050779
By: 010956

As a result of the recent classification survey of [redacted] positions and the resultant downgrading from those grades established in the tentative Table of Organization, dated 10 April 1947, it is necessary to reorganize the Editorial Division in an attempt to place editorial personnel in positions commensurate with current duties and responsibilities and consistent with their qualifications. Since [redacted] is a veteran, his case has received special consideration.

With the present allocation of grades in [redacted] all positions at grade CAF-11 or higher are reserved for individuals capable of high caliber editorial and supervisory work. Experience has demonstrated that [redacted] is not suited by background, experience, education or habits of mind for a supervisory position. Consideration has been given to the fact that [redacted] worked for a considerable period of time on the Copy Desk in a job which is now allocated at CAF-11 and that his last efficiency rating was "Very Good". During this period, however, much fault was found with his work by his supervisors. His editorial judgment was not up to the required standard and his background of education and technical editorial experience left much to be desired. He remained on the Copy Desk for so protracted a period because:

- His ability to supervise other people was lacking, and it was felt that such supervision would be required to a lesser extent in this assignment than in any other at his grade.
- He could not handle editorial material of an important nature without close supervision and this assignment was one in which he could be closely supervised.
- Replacements during the war were most difficult to obtain.
- Practically no changes in grades in [redacted] have been made for almost two years pending the outcome of classification surveys started first by the War Department and later by the Central Intelligence Agency.

As a result of the recent classification survey, the classification structure of the entire Editorial Division has been lowered two grades. To permit [redacted] to remain in his present grade with the compulsory downgrading of a number of editors whose capacity and ability are far greater than his would, in effect, be a promotion for [redacted] would prohibit the placing of a competent employee in this supervisory position, and would decrease the efficiency of [redacted] editorial operations.

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25X1A9a Having carefully considered the above factors, it is recommended
that [REDACTED] be downgraded to CAP-9.

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[REDACTED]
Chief, [REDACTED]

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cc [REDACTED]

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